



[insert office name] NRCS Office

[insert office address]

[insert your city], ID [insert zip code]

Telephone: (###) [insert office phone number]

[insert the date]

[insert applicants name]

[insert applicants address]

[insert applicants city, state, zip code]

Farm No: [insert number] Contract No: [insert number]

Program: Environmental Quality Incentives Program

Dear Mr/Mrs/Ms. [insert applicant name]:

Your request for a contract in the Environmental Quality Incentives Program is not approved.
Your request has been canceled because of:

☐ **Deferred application (You requested your application to be deferred; however, no further application periods are being held.)**

☐ **Land not eligible**

☐ **Payment limitation violation**

☐ **You withdrew your application request**

☐ **Producer not eligible**

☐ **HELC violation**

☐ **Other reason (Enter explanation)**

Please see the appeal option with the checked box for your appeal rights, should you desire to exercise them.

☐ **Appeal Option 1:** Use when letter notifies participant of decision PRIOR to submission of EQIP application packages to State Resource Conservationist for funding of contracts:

If you believe the decision by the NRCS is in error, you may elect any of the options in the following sequence:

1. Request field visit and reconsideration
2. Request mediation

3. For producer eligibility only – Appeal to the Farm Service Agency (FSA) County Committee (COC). You have 30 calendar days from the date of this letter to request reconsideration, mediation or appeal to the FSA County Committee.

/ __ / **Appeal Option 2:** Use when letter notifies participant of decision AFTER submission of EQIP application packages to State Resource Conservationist for funding of contracts:

If you believe the decision by the NRCS is in error, you may appeal the decision to the Farm Service Agency (FSA) County Committee (COC). The request for appeal must be received by the Farm Service Agency (FSA) County Committee within 30 calendar days of the date of this letter.

Thank you for your interest in this program. We look forward to assisting you in the future.

Sincerely,

[Type your name], District Conservationist

cc: Joan Perry, Director, Pacific Basin Area
John H. Lawrence, State Resource Conservationist, Pacific Basin Area
Bill Burns, Agricultural Program Specialist, FSA-Hawaii